



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
CINCINNATI PROCUREMENT OPERATIONS DIVISION
CINCINNATI, OHIO 45268

SUBJECT: Request for Task Order Proposal, Tracking Number PR-OW-19-00280

FROM: Lawrence Edelmann
Contracting Officer

TO: Multiple Award Contract Holders under TSAWP II

Attached is request for task order proposal for the subject tracking number which is issued for competition for the project entitled, "National Non-Point Source Program Agricultural Technical Support"

The government requests you prepare a proposal (cost and technical) for the task order. Request the proposals be submitted to edelmann.lawrence@epa.gov by 3:00 PM ET on June 24, 2019. The technical proposal is limited to 10 pages. The cost proposal should include prime direct labor, contract approved indirect rates, subcontractor detail, ODCs, and fee. Subcontractor proposals may be submitted directly to the EPA. Proposals shall also include the required conflict of interest certification.

The following documents provided for this solicitation will become part of the Task Order Award:

- Performance Work Statement
- Task Order Clauses

Award of a Cost Plus Fixed Fee – Term task order will result. The period of performance for this Task Order is one (1) twelve (12) month Base Period plus two (2) twelve (12) months Option Periods, anticipated to start October 1, 2019. Please see attached technical evaluation criteria which will be used to evaluate the offer. Award will be made on a Best Value Trade-off basis where Technical Quality is more important than Cost.

Any questions should be directed to edelmann.lawrence@epa.gov within five days of issuance of this Solicitation.

A handwritten signature in black ink, appearing to read "Lawrence B. Edelmann", is positioned above the printed name.

LAWRENCE B. EDELMANN
Contracting Officer

Cc:
Danita Bowling, Contract Level COR
Damon Highsmith, Alternate Contract Level COR
Lawrence Edelmann, Contract Specialist

1552.217-71 OPTION TO EXTEND THE TERM OF THE CONTRACT-COST-TYPE CONTRACT (APR 1984)

The Government has the option to extend the term of this contract for two (2) additional period(s). If more than 30 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 30 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 30-days of the period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended to cover a base period and option periods:

	Period Start Date	End Date
Base Period	10/01/2019	09/30/2020
Option Period 1	10/01/2020	09/30/2021
Option Period 2	10/01/2021	09/30/2022

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

Period	Level of Effort
Base Period	2,500
Option Period 1	2,500
Option Period 2	2,500

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

Period	Estimated Cost	Fixed Fee	Total CPFF
Option Period 1	TBD	TBD	TBD
Option Period 2	TBD	TBD	TBD

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows: N/A

LOCAL CLAUSES EPA-B-32-101 LIMITATION OF FUNDS NOTICE

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of **\$TBD** is allotted to cover estimated cost. Funding in the amount of **\$TBD** is provided to cover the corresponding increment of base fee. The amount allotted for costs is estimated to cover the contractor's performance through **TBD**

(b) When the contract is fully funded (i.e. the sum of the total estimated cost, base fee, award fee pool available for award, and award fee awarded, as set forth in the schedule of this contract), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

LOCAL CLAUSES EPA-B-16-102 ESTIMATED COST AND FIXED FEE

- (a) The estimated cost of this contract is **TBD**
- (b) The fixed fee **TBD**
- (c) The total estimated cost and fixed fee is **TBD**

LOCAL CLAUSE EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

Task Order Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

Task Order COR (TOCOR): Katie Flahive, flahive.katie@epa.gov PH 202-566-1206

Alternate Task Order COR (Alt TOCOR): Erika Larsen, larsen.erika@epa.gov PH 202-566-0048

Contracting Officials responsible for administering this contract are as follows:

Contracting Officer: Lawrence Edelman, US EPA. Cincinnati Acquisition Division, 26 W MLK Dr. MS W136A, Cincinnati, Ohio 45268 edelman.lawrence@epa.gov

PERFORMANCE WORK STATEMENT

TSAWP II Multiple-Award Contract TASK ORDER PR-OW-19-00280

NATIONAL NONPOINT SOURCE PROGRAM AGRICULTURAL TECHNICAL SUPPORT

Task Order Contracting Officer Representative (TOCOR)

Katie Flahive
flahive.katie@epa.gov
202-566-1206

Alternate TOCOR

Erika Larsen
larsen.erika@epa.gov
202-566-0048

PERIOD OF PERFORMANCE

Base Period: 10/01/2019 to 09/30/2020; Anticipated LOE 2,500 Hours
Option Period 1: 10/01/2020 to 09/30/2021; Anticipated LOE 2,500 Hours
Option Period 2: 10/01/2012 to 09/30/2022; Anticipated LOE 2,500 Hours

A. BACKGROUND:

The Contractor shall provide support to EPA HQ Nonpoint Source Agriculture Team, in the role as providing agricultural technical assistance, outreach and coordination to EPA regions and state nonpoint source programs.

Individual tasks will support the following types of actions:

- Provide technical support to assess state of the art science and develop written materials for a variety of fora describing agricultural activities to reduce nutrient and other agricultural pollution in the U.S.
- Assist EPA in maintaining the Ag NPS website through website updates and/or redesigns and produce outreach materials to be shared at conference booths and other outreach activities.
- Provide opportunities for EPA Regions to convene EPA, states and USDA staff in collaborative manners to learn on a variety of topics including watershed planning models, load calculation models, priority setting and collaborative support from federal programs for implementation.

B. TASKS

Task 1 – Kickoff Meeting, Reporting and Communication

1.1 The contractor shall participate in a Kickoff Meeting with the EPA Task Order Contracting Officer's Representative (TOCOR) either in person or via conference call to discuss the following: points of contact, roles and responsibilities, Quality Assurance protocols, timelines, the schedule of benchmarks, milestones and deliverables, establish dates and times for monthly calls and monthly technical progress reports and general Task Order administrative information.

1.2 The Contractor shall coordinate and set-up monthly working calls between EPA staff and the contractor's technical lead to discuss the status and progress of the work under this Task Order. The frequency of the monthly conference calls may be modified based on project status at the request of the contractor and only as approved by EPA. Generally, the contractor shall provide meeting summaries after the monthly calls within five (5) business days in draft form for the TOCOR to review, the TOCOR will provide edits and/or comments on the meeting minutes within 5 business days; then a final written deliverable would be expected within five (5) business days after receipt of written technical direction from the TOCOR, including the TOCOR's comments and edits to the draft deliverable.

The contractor shall notify the EPA TOCOR of any problems, delays or questions as soon as they arise, including immediate notification of any quality assurance issues, and Task Order delays. The contractor shall provide a monthly progress report in accordance with contract requirements which will be used for invoice review purposes. All reporting shall be provided in accordance with the PWS Section D: Reporting.

Task 1 Deliverables:

- Kickoff Meeting
- Monthly conference calls and meeting minutes
- Immediate notification to TOCOR of any delays
- Monthly progress reports and timely Communication

Task 2 – Quality Assurance

Quality Assurance (QA) is an important component of EPA's work to assure that minimum quality standards are attained. The contractor shall follow the Quality Management Plan (QMP) that has been customized and incorporated into this TSAWP-II contract.

EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. For this task order, Tasks 4 and 6 require a QAPP; Tasks 2, 3, and 5 do not. The QAPP must be consistent with the guidance document *EPA Requirements for Quality Assurance Project Plans* (www.epa.gov/sites/production/files/2016-06/documents/r5-final_0.pdf). Since the tasks in the PWS do not involve the collection of primary data and exclusively rely on the use existing environmental data, the QAPP shall follow the EPA suggested existing data QAPP elements which will be provided upon award.

2.1 – Within seven (7) business days after the task order award, the contractor shall prepare and submit for EPA review a draft Quality Assurance Project Plan (QAPP) documenting how quality assurance (QA) and quality control (QC) will be applied to the generation, collection, evaluation, analysis and use

of environmental data. EPA will review the contractor's draft QAPP and provide the contractor with written approval or written comments. The contractor shall write the QAPP using the active voice. The QAPP shall provide enough detail to clearly describe objectives of the project supported by the task order; the type of data to be collected, generated, or used under this task order to support the project objectives; the quality objectives needed to ensure that these will support the project objectives; and the quality assurance and quality control activities to be performed to ensure that any results obtained are documented and are of the type, quality, transparency, and reproducibility needed.

2.2 – The contractor shall submit a revised QAPP within six (6) business days of receipt of the written comments from EPA on the draft QAPP, unless otherwise instructed by the EPA TOCOR. **Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.** Any non-sampling/non-analytical work that involves the generation, collection, evaluation, analysis, or use of environmental data that is initiated prior to EPA approval of the contractor's QAPP must be performed in accordance with the approved QAPP. EPA may request the contractor to furnish written documentation from the contractor showing that the contractor has complied with this requirement.

All QA documentation, including the QAPP, prepared under this task order, shall be considered non-proprietary, and shall be made available to the public upon request.

The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP, including the revision summary, within 5 business days after receiving written technical direction to do so and shall include a version history page that summarizes changes made. The contractor also shall provide EPA with copies of any modified SOPs or checklists. EPA will review the draft revised QAPP and provide the contractor with written approval or comments. The contractor shall provide a revised QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments.

Additional QA Documentation Required

In addition to the QAPP requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Plans, etc.) produced by the Contractor under this Task Order must include a discussion of the QA activities that were or will be performed to support the deliverable.

The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor shall also provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report.

Task 2 Deliverables:

- Final QAPP
- The contractor shall include a QA section within each major deliverable (as specified above)
- The contractor shall provide monthly reports of QA activities performed during implementation of this task order (as specified above).
- Final state project QAPP, if applicable

Task 3 – Provide technical support to develop outreach materials and assist EPA in maintaining the Ag NPS website through website updates and/or redesigns and produce outreach materials to be shared at conference booths and other outreach activities. Produce outreach materials supporting Regional Ag NPS programmatic requests by states and partners.

3.1. Working from substantive content provided by the TOPO, and with input from the EPA Regional Ag NPS workgroup, the Contractor shall edit, format, and produce a version of no more than 15 public outreach documents annually. These materials will be shared through the Ag NPS website, regional ag websites, directly with and in support of partners, and at conference booths and other outreach opportunities. The Contractor shall provide technical support to prepare fact sheets/issue papers on activities that support broad Ag NPS conservation implementation. In written technical direction, the TOPO will provide the substantive content the Contractor should work from or direct the Contractor to draft the substantive content of the fact sheet/issue paper. EPA review of the edited, formatted, and web-ready version of each document and of draft fact sheets/issue papers will be coordinated by the TOPO.

3.2. The contractor shall finalize each document after receipt of written technical direction from the TOPO to support the completion of the document according to specifications contained in the Prime Contract with EPA, and according to all other applicable EPA guidances and protocols as specified by the TOPO. Final preparation may include both preparing the document for printing or distribution as a pdf document, and/or preparing the document for publication on the website hosted by EPA (www.epa.gov/nps/nonpoint-source-agriculture).

3.3 The contractor shall provide technical support for the management of the Ag NPS website, which is hosted by EPA at <https://www.epa.gov/nps/nonpoint-source-agriculture> or regional ag websites. The contractor will use materials furnished by the TOPO to describe actions, state and federal agency programs and initiatives related to reducing nutrients and other agricultural pollutants through conservation systems on the website. Examples of technical support for the website include editing, adding, or removing links, pages, exit disclaimers, logos, animations, images, uploaded report documents, report summaries, meeting information, news articles, text, or other page content. The TOPO estimates that there will be a need for website technical support 2-5 times per year. The contractor must receive approval from the TOPO to make edits and publish to this EPA-hosted website. At the discretion of the TOPO, some technical support described above may be done using information obtained from research beyond the materials furnished by the TOPO. All content must be made 508 Compliant.

3.4 The contractor shall finalize each website update after receipt of written technical direction from

the TOPO to support the completion of the website updates according to specifications contained in the Prime Contract with EPA, and according to all other applicable EPA guidances and protocols as specified by the TOPO. All technical direction must come from the TOPO or Alt TOPO.

Task 3 Deliverables:

Deliverables: Individual projects as specified in technical direction.

Task 4 – Support EPA’s ability to provide technical assistance, existing data analyses, literature syntheses, watershed planning support and/or water quality modeling support to regions and states in support of the agricultural Nonpoint Source Program planning and implementation. Assess state of the art science and develop written materials for a variety of fora describing agricultural activities to reduce nutrient and other agricultural pollution in the U.S.

4.1 The contractor shall provide technical support to the TOCOR to assist local, regional and/or state governments and/or territories (hereafter simply called “states” for brevity) and their watershed planning organization partners to optimize existing data to move their agricultural Nonpoint Source Program implementation work forward. Those states who will receive assistance through the TOCOR have not been selected at time of Task Order Award. The contractor shall assume that each year up to 15 states can receive support under this task.

The contractor shall coordinate at the direction of the TOCOR with EPA regional offices and states, regional and/or local governments and appropriate partners to provide the requested technical assistance. Only the TOCOR may issue technical direction; no direction shall be taken from EPA regional offices and states, or other stakeholders. It is anticipated that the contractor may be required to travel.

The contractor shall provide deliverables to the EPA TOCOR in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables). Deliverables will be anticipated to consist of draft items for TOCOR review and comment, followed by final items, usually within five (5) business days of receipt of written comments on the draft deliverables.

4.2 EPA has various partnerships beyond regions and states, for example, with Land Grant University collaborations and USDA. From time to time, summary data from various groups may need to be synthesized, analyzed or otherwise benefit EPA to provide third party evaluation and support. Through this technical assistance task, EPA is positioned to assist multiple stakeholders with data consolidation, comparisons, and general analysis that show the benefits to EPA of collaborating with states and partners to reduce nutrient and other agricultural pollution.

Task 4 Deliverables:

Individual projects as specified in technical direction.

Task 5 – Provide opportunities for EPA Regions to convene EPA, states and USDA staff in collaborative manners to learn on a variety of topics including watershed planning models, load calculation models, priority setting and collaborative support from federal programs for implementation.

5.1 The contractor shall provide direct technical or administrative support to regions and states, including meeting management or other stakeholder outreach to facilitate discussions between EPA regions, states and key stakeholders to move agricultural NPS projects and programs forward, compile a database of contact information for key stakeholders and partners, facilitate stakeholder outreach, and/or develop resources for effective engagement, coordination and follow-up.

Task 5 Deliverables:

Deliverables: Individual projects as specified in technical direction.

Task 6 – Brief Final Report on Task Order

6.1 The contractor shall provide a brief final report on the status of all benchmarks, deliverables and milestones after the Base Period and each subsequent Option Period. This final report will identify any QA issues.

C. SCHEDULE OF BENCHMARKS & DELIVERABLES:

BENCHMARK, DELIVERABLE or MILESTONE		
BASE PERIOD: 12 MONTHS (October 1, 2019 – September 30, 2020)		
Anticipated LOE: 2500 Hours		
TASK	ACTIVITY/DELIVERABLE	SCHEDULE
1	Kickoff Meeting	Within 10 business days of Task Order Award.
1	Monthly Conference Calls and Meeting Minutes	Draft within 5 business days. Final within 5 business days after receipt of comments from the TOCOR.
2	Contractor identifies any issues with QA procedures and provides QAPP.	Within 10 business days of discussing QA issues at a kickoff meeting or monthly conference call.
2	Contractor proceeds with performance of remaining tasks in PWS.	Upon TOPO furnishing to Contractor written acceptance from the EPA QA Officer of the Final QAPP.
3	Individual project deliverables	As outlined in technical direction from the TOCOR
3	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
3	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN end of the Option Period</u>
4	Individual project deliverables	As outlined in technical direction from the TOCOR

4	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
4	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN</u> end of the Option Period
5	Individual project deliverables	As outlined in technical direction from the TOCOR
5	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
5	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN</u> end of the Option Period
6	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written direction from the TOPO.
6	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written direction from the TOPO.
OPTION PERIOD 1: 12 MONTHS (October 1, 2020 – September 30, 2021) Anticipated LOE: 2500 Hours		
TASK	ACTIVITY/DELIVERABLE	SCHEDULE
1	Kickoff Meeting	Within 10 business days of Task Order Award.
1	Monthly Conference Calls and Meeting Minutes	Draft within 5 business days. Final within 5 business days after receipt of comments from the TOCOR.
2	Contractor identifies any issues with QA procedures and provides updated QAPP if needed.	Within 10 business days of discussing QA issues at a kickoff meeting or monthly conference call.

2	Contractor proceeds with performance of remaining tasks in PWS.	Upon TOPO furnishing to Contractor written acceptance from the EPA QA Officer of the Final QAPP.
3	Individual project deliverables	As outlined in technical direction from the TOCOR
3	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
3	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN end of the Option Period</u>
4	Individual project deliverables	As outlined in technical direction from the TOCOR
4	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
4	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN end of the Option Period</u>
5	Individual project deliverables	As outlined in technical direction from the TOCOR
5	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
5	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN end of the Option Period</u>
6	Brief draft final report on status of each of the above tasks.	Generally within 10 business days after receipt of written direction from the TOPO.

6	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written direction from the TOPO.
OPTION PERIOD 2: 12 MONTHS (October 1, 2021 – August 2, 2022) Anticipated LOE: 2500 Hours		
TASK	ACTIVITY/DELIVERABLE	SCHEDULE
1	Kickoff Meeting	Within 10 business days of Task Order Award.
1	Monthly Conference Calls and Meeting Minutes	Draft within 5 business days. Final within 5 business days after receipt of comments from the TOCOR.
2	Contractor identifies any issues with QA procedures and provides updated QAPP if needed.	Within 10 business days of discussing QA issues at a kickoff meeting or monthly conference call.
2	Contractor proceeds with performance of remaining tasks in PWS.	Upon TOPO furnishing to Contractor written acceptance from the EPA QA Officer of the Final QAPP.
3	Individual project deliverables	As outlined in technical direction from the TOCOR
3	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
3	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN</u> end of the Option Period
4	Individual project deliverables	As outlined in technical direction from the TOCOR
4	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
4	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN</u> end of the Option Period

5	Individual project deliverables	As outlined in technical direction from the TOCOR
5	Contractor shall prepare <u>draft</u> interim deliverables and work products and furnish to TOCOR for review and comment, if requested. This package will fully describe the status of the Task Order at the end of the Option Period.	<u>No Later Than</u> 330 days after start of the Option Period
5	Contractor shall prepare <u>FINAL</u> interim deliverables and work products and furnish to TOCOR for review and comment.	Generally within 10 business days after receipt of written technical direction from the TOCOR. <u>NO LATER THAN</u> end of the Option Period
6	Brief final report on status of each of the above tasks.	Generally within 10 business days after receipt of written direction from the TOPO.
6	Brief final report on status of each of the above tasks, which incorporates feedback from the TOPO.	Generally within 10 business days after receipt of written direction from the TOPO.
END OF TABLE		

D. REPORTING

All documentation and reporting under this Task Order shall be in compliance with contract requirements.

E. DELIVERABLES AND GENERAL PERFORMANCE:

Working draft deliverables under this Task shall be labeled deliberative and not subject to FOIA.

The contractor shall when requested by the TOCOR provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the Contractor's work. Documentation will include the electronic files and detailed, written explanation of all steps and decisions. The Contractor is expected to comply with this request when it is received from the TOPO regardless of whether such a request is described in the individual tasks of this PWS. The Contractor is expected to furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the EPA TOCOR. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the Contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a commonly-used format.

The Contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order draft product before submission to

the EPA TOCOR for review. This process does not need to be performed by an independent peer reviewer. It is expected that all editorial review comments will be addressed before deliverables are furnished to the EPA TOCOR for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and that questions raised by scientific/ technical review will be either addressed or discussed with the EPA TOCOR prior to the contractor furnishing draft deliverables.

EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if Task Order Manager edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable, or less than two percent (2%) of any final deliverable. In addition, EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain Task Order Manager edits for such things as grammar, punctuation and format. The EPA TOCOR can upon request furnish a copy of the EPA correspondence manual for the contractor's use.

Upon receipt of written technical direction from the TOCOR, the contractor shall furnish:

- **all deliverables (draft and final) to EPA shall be furnished in an electronic version** and in an electronic format that EPA can support.
- **all final deliverables to EPA shall include one (1) electronic copy and two (2) paper copies.** All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act**.

All submittals to EPA shall be formatted as described below.

Electronic submissions shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, raw data, coding and modeling work (including all model runs with essential data to replicate model runs), and Microsoft Access© format for any and all databases or for other data as is approved by the EPA TOCOR in writing. **Final electronic submissions** shall be on Compact Disk (CD) or Digital Versatile Disc (DVD). The contractor may utilize an FTP, but only if the EPA TOCOR gives written permission. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Final paper submissions shall be made in the following manner: two (2) separate and identical copies of all deliverables must be submitted; each separate copy includes all the products due at that date (i.e., Task 1, 2, etc.), and must be submitted in one (1) or more bound volumes, as appropriate, with a title page, an executive summary describing the purpose and content, and an index, located inside the front cover of each bound volume, and electronic copies enclosed in envelopes (or other suitable means) bound in the respective volume. Although PDF versions of materials may be additionally submitted per the contractor's prerogative, neither electronic nor paper PDF versions will be acceptable as any final work product.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats will be discussed and a format agreed upon with the EPA TOCOR prior to submittal by the contractor.

F. ANTICIPATED TRAVEL

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. See contract clause H-17. Travel is presently anticipated to be incidental only as needed to meet the EPA TOCOR and to attend periodic meetings of senior EPA managers to overview progress of the scope of requested services in the task order. The contractor shall assume one overnight trip for two people for half the states assisted throughout the period of performance. The location will be provided via Technical Direction. For planning purposes assume one trip within 5 EPA regions per year.

F. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOPO.

G. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately notify the EPA Contracting Officer, PO and TOPO of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

H. VALIDATION OF TASK ORDER DELIVERABLES FOR SECTION 508 COMPLIANCE

The Contractor shall support the TOPO in conducting a "Final Deliverable Validation" to ensure compliance with Section 508 and the Federal Acquisition Regulations (FAR) related to "electronic and information technology (EIT) deliverables." The Contractor shall furnish certification, in writing, to the TOPO that the Contractor has complied with EPAAR Clause 1552.211-79 "Compliance with EPA Policies for Information Resources Management" (Reference Contract Clause C-1), including the requirement that all electronic and information technology (EIT) deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. (Reference Contract Clause – 1 (c) and Attachment 1, PWS, Section 2.5.3.4, 3.7, and 4.3.7).

I. QUALITY ASSURANCE SURVEILLANCE PLAN

Per contract requirements.

J. NOTIFICATION OF COMPLETION OF TASK ORDER DELIVERABLES

In the event the Task Order reaches thirty (30) days prior to the end of the Period of Performance in a given period (Base Period or any of the Option Periods), and the contractor assesses that the contractor will not be able to satisfactorily complete any of the benchmarks, milestones, or deliverables by the end of the Performance Period, the contractor shall notify the TOPO and the Contracting Officer (CO) immediately, in writing. Within five (5) business days of said notification, the TOPO, in coordination with the CO, will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOPO: draft deliverables, interim work products, and any necessary working files in an electronic format which is supported by EPA.

K. TECHNICAL DIRECTION

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

**TASK ORDER SOLICITATION TECHNICAL EVALUATION
PR-OW-19-00280**

**NATIONAL NONPOINT SOURCE PROGRAM AGRICULTURAL TECHNICAL
SUPPORT**

Contractors shall limit their responses to ten pages or less, using their discretion on which criteria to place emphasis. If Key Personnel is identified as a criterion, resumes are limited to two pages or less and do not count towards the page limitation. The transmittal letter, cover pages, and dividers are also excluded from the page limitation. Any information on pages beyond the page number limitation will not be considered or evaluated. The technical proposal shall be submitted using no less than ten (10) point font size and no less than a 3/4" margin on all sides of the page. The term "Offeror" as used in this document shall mean the prime contractor and any proposed subcontractors or consultants.

Proposals will be evaluated on the criteria listed below by the project Technical Evaluation Team and will be assigned a score from 0-3 using the scale listed below. Award will be based on Best Value Analysis where Technical Quality is more important than Cost/Price.

RATING SCALE

The following rating scale will be used in scoring proposals:

Unacceptable = 0. Criteria is not addressed.

Poor = 1. The proposal fails to adequately address critical requirements of the PWS and technical evaluation criteria; may satisfy some requirements, but not others; reflects major weaknesses or deficiencies. Could not meet requirements without fundamental changes involving a total re-write or redirection of the offer.

Satisfactory = 2. Proposal addresses and meets most requirements of the PWS and technical evaluation criteria, with some correctable and minor weaknesses and/or deficiencies noted. Is generally considered to demonstrate at least minimum requisite experience, qualifications and performance capabilities. Some discussions may be required to address and correct weaknesses or deficiencies.

Superior = 3. The proposal clearly addresses and exceeds requirements of the SOW and technical evaluation criteria with no weaknesses or deficiencies, or very minor, correctable weaknesses or deficiencies noted.

Each point is worth 1/3 of the weight assigned to an individual criterion.

The following criteria and weights will be used in the technical evaluation of Task Order proposals:

FACTOR 1: Technical Approach (40 Points)

This criterion will evaluate the contractor's technical approach in regard to the performance of the all tasks requested in the PWS. The contractor shall demonstrate an understanding of the work to be performed, and demonstrate the appropriate knowledge, capability (availability of appropriate staff, equipment, and resources), and ability to complete the tasks on time. Demonstrated understanding of the typical problems encountered in performing services required by the PWS and the ability to present practical, efficient solutions for those problems. The Contractor's Proposal shall include a clear, concise narrative that addresses each of the areas identified under this factor.

FACTOR 2: Staffing Plan (30 Points) (Limit to critical, key personnel positions, including Task Order Leader (TOL), communication staff, modeling and data synthesis staff and agricultural professionals)

This criterion evaluates the technical qualifications, strengths and skills of the staff who will participate in the performance of the tasks requested in the Performance Work Statement. The staff will be evaluated on the extent of their experience performing similar work, as well as their expertise and education, and availability of the proposed key personnel. When describing specific project experience related to the PWS area of responsibility, it is not enough to merely state that an individual worked on a project. Explain what he/she did and its relevance to the requirements outlined in the PWS.

FACTOR #3: Statement of Success with Similar Work (30 points)

This criterion will evaluate the contractor's successful completion of projects / products which are similar to the PWS Tasks 3, 4 and 5. The contractor should describe completion of comparable projects and discuss strengths that demonstrate the ability to provide technical support and facilitation in the area of nutrient and other agricultural nonpoint source pollution across the nation.

COST PROPOSAL INSTRUCTIONS
TASK ORDER SOLICITATION
PR-OW-19-00280

The following paragraphs supplement the instructions set forth in the contract clause B-1 "Ordering Procedures". These instructions apply to the prime contractor as well as subcontractors and consultants. It is the prime contractor's responsibility to ensure that all instructions are disseminated to subcontractors and consultants.

Contractors shall submit a summary page for the base and any optional periods. The summary sheet shall be supplemented as necessary to provide thoroughness and clarity in the data presented. Pricing detail shall be included by task for the base and any optional periods. The cost breakdown supporting the above documents shall breakout the following elements: Direct Labor, including direct labor rate and hours for each proposed individual, Fringe Benefits, Overhead, ODC, Travel, Consultants, Subcontractors, Total Subcontract, Subtotal, G&A, Total Cost, Fee, Total Cost Plus Fee. This cost detail shall be broken out for the base and any optional periods, at the task level. A copy of the cost proposal shall be included in the submission in MS Excel. This copy shall include formulas used to arrive at the CPFF for the base and any optional periods in addition to the aggregate amount for each period.

When subcontract effort is included in the cost proposal, the prime contractor shall submit charts for each contract year and for the aggregate (all years, all hours) which clearly indicate the exact allocation of the specified level of effort among the prime contractor and the proposed subcontractors. Specified labor categories as well as job titles within the labor categories should be identified. Subcontractor detail may be provided by the subcontractor directly to the EPA.

If a proposed subcontractor does not have an approved accounting system (one that is considered adequate for use on Government cost-type contracts), the Contracting Officer's consent for a cost type (CPFF, etc.) subcontract will not be granted.

In the cost proposal, the contractor must certify that all proposed personnel (including proposed subcontractor personnel or consultants) for the Professional Level identified by the contractor meet the qualifications specified in the Contract at Attachment 3.